

CITY OF SARATOGA - COMMUNITY DEVELOPMENT DEPARTMENT

CONDITIONAL USE PERMIT
Application Requirements (July 2008)

- I. **DEVELOPMENT APPLICATION FORM**
- II. **FEE(S)** - see current fee schedule
- III. **LETTER OF AUTHORIZATION** from owner - if agent to act on behalf of owner
- IV. **PRELIMINARY TITLE REPORT** - prepared within one month prior to filing the application, describing easements, encumbrances, and building restrictions
- V. **NEIGHBORHOOD NOTIFICATION FORMS** - for all adjacent properties
- VI. **SITE PHOTOS** - front, rear, left and right sides of building(s), parking areas, etc.
- VII. **USE PERMIT FINDINGS**
- VIII. **COVER SHEET**
- IX. **VICINITY PLAN**
- X. **SITE / CIRCULATION / LANDSCAPING PLAN**
- XI. **FLOOR PLAN**

Details of the above requirements are outlined below

USE PERMIT FINDINGS: Complete the following statements. They will be used to determine if the proposed project conforms with Section 15-55.070 of the City Code:

- 1. The proposed location of the conditional use is in accord with the objectives of the Zoning Ordinance and the purposes of the district in which the site is located **because...**
- 2. The proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity **because...**
- 3. The proposed conditional use will comply with each of the applicable provisions of Chapter 15-55 of the Saratoga Municipal Code **because...**
- 4. The proposed conditional use will not adversely affect existing or anticipated uses in the immediate neighborhood, and will not adversely affect surrounding properties or the occupants thereof **because.....**

COVER SHEET - Include all of the following information:

1. **Applicant's Name**
2. **Owner's Name**
3. **Project Address**
4. **Assessor's Parcel Number**
5. **Lot Size**
6. **Zoning District**
7. **Existing Use**
8. **Business Description** including number of employees/members/students, hours of operation, number of parking spaces. Please also describe any licenses and/or building accommodations required to meet City/County/State regulations.
9. **Site/Building Description** including size of the building and any other uses sharing space within the building or in another building on the property.
10. **Plan Preparation Name, Address and Telephone Number**
11. **Date** of drawing and subsequent revisions
12. **Scale and Directional Arrow**

SITE, CIRCULATION, & LANDSCAPING PLAN - *Accurate scale drawing* (e.g., 1"=10') of the following (existing and proposed):

1. **Structures**: show all structures on the property (e.g., buildings, parking facilities, etc.)
2. **Signs** - show the location and size of all existing and proposed signs
3. **Parking and Circulation** - Dimension and number all on-site parking spaces. Show accessible pathways, driveways, maneuvering areas, and loading facilities
4. **Utilities and Trash Enclosures** - Show all utilities, lighting, and trash enclosure(s)
5. **Landscaping** - Show all landscaping and trees. Indicate trees proposed for removal.
6. **Fencing** - show the location, height and materials of all fences, gates, and pilasters. Indicate any fencing, etc. to be removed or replaced.
7. **Property Lines / Setbacks** - Show distances between structures and property lines.
8. **Adjacent Streets** - Show all streets and alleys within 500 feet of the property.
9. **Surrounding Land Uses** - Show all land uses within 500 feet (e.g., residential, office)

FLOOR PLAN - an *accurate scale drawing* (e.g., 1"=10') of the following:

1. Include a floor plan for each floor/story/level
2. Include the area dimensions and square footage for each of the following.
 - a. **General Uses** (e.g., office, lobby, bedroom/hotel room, storage, etc.)
 - b. **Dining area**, as applicable
 - c. **Sales floor area**, as applicable
3. **Tenant improvements, alterations, additions, etc.** - Call out improvements required to meet City, County and/or State regulations (e.g., ADA, bathrooms, sprinklers, etc.).